

# **ADMINISTRATIVE HANDBOOK**

## **OREGON CHAPTER AMERICAN FISHERIES SOCIETY**

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**OREGON CHAPTER AMERICAN FISHERIES SOCIETY  
ADMINISTRATIVE HANDBOOK**

**TABLE OF CONTENTS**

	<b>Page</b>
<b>I. OREGON CHAPTER MISSION STATEMENT.....</b>	<b>1</b>
<b>II. FOREWARD.....</b>	<b>1</b>
<b>III. PURPOSE OF ADMINISTRATIVE HANDBOOK.....</b>	<b>1</b>
<b>IV. MEMBERSHIP ELIGIBILITY.....</b>	<b>1</b>
<b>V. SERVICES PROVIDED TO MEMBERSHIP.....</b>	<b>1</b>
<b>VI. REIMBURSABLE EXPENSES.....</b>	<b>2</b>
<b>VII. DUTIES OF EXECUTIVE COMMITTEE (EXCOM) OFFICERS.....</b>	<b>2</b>
<b>A. GENERAL DUTIES OF OFFICERS.....</b>	<b>2</b>
<b>B. PRESIDENT.....</b>	<b>3</b>
<b>C. PRESIDENT-ELECT.....</b>	<b>4</b>
<b>D. VICE PRESIDENT.....</b>	<b>4</b>
<b>E. PAST PRESIDENT.....</b>	<b>5</b>
<b>F. SECRETARY-TREASURER.....</b>	<b>5</b>
<b>G. INTERNAL DIRECTOR.....</b>	<b>6</b>
<b>H. EXTERNAL DIRECTOR.....</b>	<b>6</b>
<b>I. STUDENT REPRESENTATIVE.....</b>	<b>7</b>
<b>VIII. DUTIES OF COMMITTEES.....</b>	<b>7</b>
<b>A. GENERAL DUTIES OF ALL COMMITTEES.....</b>	<b>7</b>
<b>B. INTERNAL COMMITTEES ASSIGNED TO INTERNAL DIRECTOR.....</b>	<b>8</b>
<b>1. Arrangements Committee.....</b>	<b>8</b>
<b>2. Historian.....</b>	<b>8</b>
<b>3. Awards Committee.....</b>	<b>9</b>
<b>4. Scholarship Committee.....</b>	<b>10</b>
<b>C. INTERNAL COMMITTEES ASSIGNED TO OTHER OFFICERS.....</b>	<b>11</b>
<b>1. Nominating Committee.....</b>	<b>11</b>
<b>2. Resolutions and Bylaws Committee.....</b>	<b>11</b>
<b>3. Student Paper and Poster Awards Committee.....</b>	<b>12</b>
<b>4. Raffle and Auction Committee.....</b>	<b>12</b>
<b>5. Annual Meeting Volunteers Committee.....</b>	<b>13</b>
<b>6. Program Committee.....</b>	<b>14</b>
<b>8. Investments Committee (Ad-Hoc).....</b>	<b>15</b>
<b>D. EXTERNAL COMMITTEES.....</b>	<b>16</b>
<b>1. Legislative Committee.....</b>	<b>16</b>
<b>2. Freshwater Habitat Committee.....</b>	<b>17</b>
<b>3. Marine Habitat and Ecology Committee.....</b>	<b>17</b>
<b>4. Education and Outreach Committee.....</b>	<b>18</b>
<b>5. Natural Production Committee.....</b>	<b>18</b>
<b>6. Fish Culture Committee.....</b>	<b>19</b>
<b>VIII. NEWSLETTER EDITOR AND WEBMASTER.....</b>	<b>19</b>
<b>A. NEWSLETTER EDITOR.....</b>	<b>19</b>
<b>B. WEBMASTER.....</b>	<b>19</b>
<b>IX. CONTRACT SUPPORT (INDEPENDENT CONTRACTORS).....</b>	<b>19</b>
<b>B. CONTRACT PUBLICATION SPECIALIST.....</b>	<b>19</b>
<b>B. CONTRACT LEGISLATIVE LIAISON.....</b>	<b>20</b>

**APPENDICES:**

Oregon Chapter AFS Bylaws  
Oregon Chapter AFS Code of Ethics  
Oregon Chapter AFS Strategic Plan  
Guidelines for Sponsorship by Chapter  
Guidelines for Public Statements & Reviews  
Chapter Awards and Criteria  
Scholarship Awards Announcement and Criteria  
Resolution on Snake River Salmon and Steelhead Recovery  
Resolution on Electronic Distribution of *Piscatorial Press*  
Other Resolutions

## **I. OREGON CHAPTER MISSION STATEMENT**

The mission of the Oregon Chapter of the American Fisheries Society is to:  
“Improve the conservation and sustainability of Oregon fishery resources and their aquatic ecosystems for long-term public benefit by advancing science, education, and public discourse concerning fisheries and aquatic science and by promoting the development of fisheries professionals.”

## **II. FOREWARD**

This handbook originated with the Executive Committee (ExCom) and is designed to help officers and committee chairs (especially new ones) understand their roles and responsibilities, and also provides suggestions and tools to make the most efficient use of your valuable volunteer hours. The goal is to maintain a vibrant, active, sustainable chapter, while spreading the workload such that serving the chapter is a desirable, useful, and rewarding experience.

The handbook is in no way meant to stifle anyone's initiative or prescribe a set of inflexible "cookbook" directions. Instead, it should be considered as a set of guidelines that will help us all do a better and more efficient job of running our Chapter and serving our profession.

## **III. PURPOSE OF ADMINISTRATIVE HANDBOOK**

This handbook has been prepared as a reference source for officers and committee chairs of the Chapter so their respective roles will be more clearly defined.

Specifically the handbook states:

- A. The duties and responsibilities of officers and committees as prescribed in the Bylaws of the Chapter.
- B. The additional duties, responsibilities, and recommendations of the ExCom and appropriate committee chairs.

## **IV. MEMBERSHIP ELIGIBILITY**

The voting membership of the Chapter shall consist of those American Fisheries Society (AFS) members, including members of any approved Student Subunit of the Chapter, who are Active Members (as defined by the AFS constitution) residing or working in the State of Oregon, and such other AFS Active Members who choose to be Chapter members by paying the annual Oregon Chapter membership fee as indicated on the AFS membership application. Non-Voting Student Affiliate membership of the Chapter shall consist of those members of any approved Student Subunit of the Chapter who are not AFS active members.

## **V. SERVICES PROVIDED TO MEMBERSHIP**

1. Annual Meeting – This is the Chapter’s single largest, most expensive, most profitable, and most important event. It usually comprises the largest gathering of fishery professionals in the region, with exceptional opportunities for technical information exchange, education, networking, career advancement, improvement of resource conservation, and mentoring. Most ExCom members will spend much of their time planning, executing, and following-up with this event. The format, content, and nature of

the Annual Meeting is documented well in the most recent Annual Meeting programs, reports, website pages, budgets, working lists (e.g., sponsors, donors, trade show vendors, volunteers, etc.), and in the Annual Meeting Handbook, 1997 (pdf).

2. Website – for posting information and opportunities.
3. Newsletter – Piscatorial Press, published quarterly, with announcements and content for and about members and fisheries.
4. Listserve – for timely communication of news and opportunities.
5. Opportunity – to be an active member of one of the largest and most outstanding chapters in the nation.
6. Consistency – via succession planning and active recruitment of future leaders.
7. Also, associated services of Western Division (e.g. *Tributary* newsletter) and Parent Society (e.g. *Fisheries* magazine, journals) of the AFS.

## **VI. REIMBURSABLE EXPENSES**

It is the policy of the Chapter to pay for a member's or volunteer's expenses in pursuit of Chapter activities that are **pre-authorized** by the ExCom. Reimbursable expenses may include items such as supplies, postage, phone calls, lodging, meeting registration, and travel. The Chapter uses the standard US General Services Administration (GSA) rates for approved lodging and meals and incidentals for the destination. These rates are updated on October 1 of each year and can be found online at <http://www.gsa.gov/>. For the first and last day of travel, ExCom members are eligible to claim 75 percent of the meal and incidental expense rate.

To receive reimbursement the following steps must be taken:

1. A list of expenses and receipts must be compiled in a spreadsheet format that includes the date, location, item, merchant, reason for the expense, and origin/destination and total mileage.
2. Receipts must be scanned and attached to the spreadsheet.
3. The entire package is then sent directly to the President for approval.
4. The Secretary-Treasurer shall pay expense claims only after receiving approval from the President.

The President has the authority to request additional information on specific items or reject an expense claim if the costs are not reasonable for the location or venue, appropriate to the work undertaken, or do not further the mission of the Chapter. Mileage will be reimbursed at the current rate set by the Internal Revenue Service unless otherwise justified.

## **VII. DUTIES OF EXECUTIVE COMMITTEE (EXCOM) OFFICERS**

### **A. General Duties of Officers**

Officers must meet membership eligibility requirements as described in Section IV - Membership Eligibility.

The Chapter's ExCom officers are President, President-Elect, Past President, Vice President, Secretary-Treasurer, Internal Director, External Director and Student Representative. Officers are elected at the annual meetings except that the President-Elect succeeds to the office of President upon completion of the term as President-Elect and the President to office of Past President. The Student Representative is elected at a time and in a manner decided by the approved student subunit(s) of the Chapter. The Oregon State University Student Subunit is the only student subunit currently approved and they elect the Student Representative at a spring meeting.

Transition among officers is very important for continuity of Chapter business. Generally this should occur during an in-person retreat in April or May (or within the first month of the transition date). Officers-elect are encouraged to attend the ExCom meetings and coordinate with their predecessors prior to assuming office.

The Chapter officers are responsible for recruiting and appointing committee chairs listed under the duties of each officer. In the event they are unable to recruit a chair, the Chapter officer is responsible for chairing that committee.

In addition to those specific duties identified below, there are a host of more mundane tasks that are shared amongst ExCom based on location, time, availability, and desire. These include checking the mailbox and forwarding appropriate messages to the right people, preparing drafts of letters, filing and archiving of annual meeting files, and maintaining a complete set of electronic files relevant to the position occupied.

## **B. President**

1. Is the public face of the Chapter and is responsible for overall operation and effectiveness of the Chapter including presiding at each ExCom meeting. The President shall also provide a functional phone number through which the Chapter may be contacted. The President is the only member of ExCom besides the Secretary-Treasurer who has the authority to disburse funds as authorized by the ExCom.
2. Provides oversight for the operations of the annual meeting including: (1) Presides at the annual meeting; (2) Presides at the business meeting; and (3) Solicits sponsorships and other support for the annual meeting, including donation of printing services for the program.
3. Serves on the Western Division ExCom. This involvement with the Western Division should begin with the Western Division meeting immediately prior to assuming the Presidency and includes monthly conference calls and at least one in-person retreat.
4. Holds a non-voting spot on the Parent Society Governing Board and represents the Oregon Chapter to the Parent Society at the Annual Meeting, including the Governing Board meeting at the Annual Meeting, and in other situations as required.
5. Immediately after the transition of officers, notifies the Parent Society and Western Division of names and addresses of elected Chapter officers.
6. Appoints committees and their chairs not covered in Section 5 of the Chapter Bylaws, and insures that Internal and External Directors appoint committee chairs under their respective authorities.
7. Manages adherence to the Chapter budget, work plan, and schedule.
8. Arranges a 1-2 day ExCom transition and planning retreat during April or May (or within the first month of officer transitions).
9. Writes the "President's Corner" for the newsletter.
10. After ExCom approval, signs official comments and letters to outside entities (may be delegated in the case of potential conflict of interest).

11. Signs contracts on behalf of the Chapter, including the facilities agreement for the annual meeting (usually 2 years in the future).
12. Ensure that Chapter mailbox is checked weekly and all correspondence is properly handled.
13. Performs other duties as authorized and necessary.

**C. President-Elect**

1. Assumes the duties of the President in the event of the President's absence or inability to act.
2. Recruits and chairs the Annual Meeting Program Committee (which includes session conveners and other chairs) and is responsible for developing the program for the annual meeting.
3. Responsible for preparing and printing the initial and final drafts of the Annual Meeting program, and for developing and maintaining the Annual Meeting website and abstracts of presentations in coordination with the webmaster.
4. Prepares announcements in advance of and an article after the Annual Meeting for the *Piscatorial Press*, *Tributary*, and *Fisheries* with assistance from the Newsletter Editor.
5. Coordinates closely with the Internal Director regarding meeting facilities and logistics.
6. Prepares a proposed Chapter budget and work plan for the upcoming year (May 1 through April 30) for ExCom review in March-April and approval prior to May 1.
7. Assumes the Presidency during the second term on the ExCom.

**D. Vice President**

1. Assumes the duties of the President-Elect in the event that office is vacated prior to completion of the term.
2. Serves for a term of one year, irrespective of any changes in the status of the President-Elect. (See Oregon Chapter Bylaws – Section 5 “Duties of Officers”)
3. Chairs the Resolutions and Bylaws Committee.
4. Oversees the student subunits and attends at least one of their monthly meetings on behalf of the Chapter during the school year.
5. Obtains chair for and oversees the Student Paper and Poster Awards Committee.
6. Obtains chair for and oversees the Raffle and Auction Committee for the annual meeting.
7. Obtains chair for and oversees the Annual Meeting Volunteers Committee which recruits and assigns volunteers from the student subunits and other sources as needed to help conduct the annual meeting.

8. Undertakes special projects as assigned by the ExCom.

**E. Past President**

1. Mentors other officers and promotes consistency in ExCom and Chapter activities, including improvements where needed. Provides this Handbook to all incoming officers and ensures their familiarity with their roles.
2. Chairs the Nominating Committee and recruits at least one viable and available candidate for each ExCom position.
3. Prepares and submits (after ExCom review) the “Outstanding Chapter of the Year” Application to Western Division.
4. Obtains chair for (or chairs) and oversees Vendor / Trade Show program for the Annual Meeting.
5. Obtains Newsletter Editor and oversees timely production of and content within the Piscatorial Press.
6. Undertakes special projects requiring ExCom experience at the request of the ExCom.
7. Works with Membership Coordinator at the National AFS office for quarterly updates to the Oregon Chapter and Oregon address mailing lists. Maintains the distribution lists for use in member-specific communications.

**F. Secretary-Treasurer**

1. Serves as a member of the ExCom, keeps the official records of the Chapter, collects and banks any funds allotted to the Chapter, and disburses funds as authorized by the ExCom.
2. Within one month of taking office, arranges a transition meeting with the outgoing Secretary-Treasurer to obtain files, review procedures, and transfer account authority through the Chapter’s banking institution.
3. Prepares the financial summary of the annual meeting for distribution at the spring ExCom planning meeting
4. Takes minutes at all ExCom and annual meetings, and distributes draft minutes to all Chapter officers at least one week prior to the next ExCom meeting. Distributes annual Business Meeting minutes at the next year’s annual meeting for membership approval.
5. Maintains up-to-date and accurate financial records of all transactions and gives detailed financial status reports at each ExCom meeting.
6. Insures preparation and timely filing of the annual tax returns.
7. Manages the registration and fee collections for the annual meeting. The fee assessed will be higher for non-members of the parent society than for members and higher for late registrants than for early registrants. The fee structure will be established by the ExCom about four months prior to the meeting date.

8. Oversees all other financial transactions related to the annual meeting and Chapter business.
9. Prepares an annual Chapter Financial Statement for distribution at the Chapter annual business meeting for approval by the membership. Forwards a copy of the annual Chapter Financial Statement to the Parent Society as per Parent Society's requirements.
10. Process and record sales of proceedings, t-shirts, posters, and other Chapter products.

**G. Internal Director**

1. Serves as a member of the ExCom.
2. Recruits and/or appoints the Historian.
3. Recruits and appoints the chairs of the Awards Committee and the Scholarships Committee. Serves as a member of these committees and ensures that the chairs are performing as necessary.
4. Chairs the Arrangements Committee in charge of arrangements for the annual meeting and other Chapter and ExCom events.
5. Manages all logistics during the annual meeting such as room setup, audiovisual equipment, breaks, event scheduling, meals, and is the contact person for all logistics and coordination with the facility manager.
6. Reviews billings for facilities and events prior to payment, and assists the Secretary-Treasurer with preparation of the financial summary of the annual meeting.

**H. External Director**

1. Serves as a member of the ExCom.
2. Oversees and motivates all external committees which include: Legislative, Freshwater Habitat, Marine Habitat and Ecology, Education and Outreach, Natural Production, and Fish Culture.
3. Seeks and appoints External Committee chairs. Only AFS members may serve as Committee Chairs (Section IV "Membership Eligibility").
4. Exercises fiscal responsibility over the external committees including overseeing their development of work plans and budgets (due before the spring ExCom planning meeting or retreat).
5. Maintains a list of members interested in serving on committees and in supporting roles.
6. Writes an External Director's report for each issue of the Chapter newsletter and encourages Committee Chairs to also provide relevant and timely content.
7. Coordinates and approves (with President) all information to be posted on the Chapter website by the Oregon Chapter webmaster.

## **I. Student Representative**

1. Serves as a member of the ExCom, with full voting privileges, but is not counted as part of the quorum (see Bylaws – Section 9 – Voting and Quorum).
2. Assists with annual meeting arrangements, especially student coordination and assistance.
3. Serves as a liaison between the Chapter and the approved student subunit(s) of the Chapter.
4. Submits a budget proposal to ExCom for annual Student Subunit funding by the end of October or by a date determined by the ExCom.
5. Submits an annual report to the ExCom summarizing the activities of the student subunit(s) and describing how any funds granted from ORAFS were used. Adapts this report as an article for publication in the summer issue of the *Piscatorial Press*.
6. Submits articles to the *Piscatorial Press* throughout the year publicizing subunit events and highlighting activities.
7. Undertakes special projects at the request of the ExCom.

## **J. Executive Committee**

1. Approves all expenditures, position statements, document reviews, meeting places, arrangements, programs, and any other actions requiring official sanction of the Chapter, including resolutions and bylaw changes to be voted on by the Chapter membership.
2. Develops recommendations to guide the incoming President.
3. Reviews and updates (as needed) the Administrative Handbook between February and August of each year.
4. Establishes the time and place for the annual meeting.
5. Establishes the registration fee structure for the annual meeting.
6. Meets or confers monthly or as determined by the ExCom. In-person meetings or retreats are suggested for May (budget and work plan emphasis) and October (annual meeting planning emphasis).
7. Approves an annual budget and work plan by May 1 for the upcoming fiscal year May 1–April 30.
8. Prepares articles for the newsletter and content for the website as appropriate.

## **VIII. DUTIES OF COMMITTEES**

### **A. GENERAL DUTIES OF ALL COMMITTEES**

Membership on committees is open to both AFS members and non-members alike; however, only

current Oregon Chapter AFS members may serve as committee chairs.

Committees in the Chapter are grouped into two broad categories. Internal Committees are those responsible for the internal relationships of the Chapter and Society and include Arrangements, Awards, Scholarships, Nominating, Resolutions and Bylaws, Student Paper and Poster Awards, Raffle and Auction, Annual Meeting Volunteers, Historian, and Investments.

External Committees address fishery issues external to Chapter operations, usually at the request of the ExCom, and provide relevant research and responses to ExCom for potential use in communication with external entities (legislative bodies, agencies, NGOs, media, etc.). External Committees include: Education and Outreach, Fish Culture, Freshwater Habitat, Legislative, Marine Habitat and Ecology, and Natural Production.

The terms of office for members of Chapter committees shall end upon the discharge of the duties for which they were appointed, or at the next annual meeting of the Chapter, whichever comes first, except that the chair of the Legislative Committee shall have a 2-year term of office, and that all Committee Chairs are allowed to serve multiple years with ExCom approval.

1. Each committee is authorized to spend up to \$30 per year without advance approval of the ExCom. Expenses over \$30 but less than \$100 shall be approved by the External Director and reported to ExCom, expenses over \$100 must be approved by the ExCom before they are incurred.
2. Each Committee Chair will be responsible for keeping the respective External or Internal Director, or appropriate ExCom officer, informed of committee activities and will provide him or her with a copy of the minutes of each committee meeting.
3. Committee Chairs will recruit members to their respective committees as soon as possible after they take office and so notify their respective Director. Suggested size is 3-10 members.
4. Committee records and information will be transmitted to the External Director complete and in good order as soon as a committee chair retires from the position.

## **B. INTERNAL COMMITTEES ASSIGNED TO INTERNAL DIRECTOR**

### **1. Arrangements Committee**

The Arrangements Committee is chaired by the Internal Director, who is responsible for making all arrangements for the annual meeting exclusive of the annual program. Duties of the Chair and Committee include:

- a. Presenting time and place options for the annual meeting for approval by the ExCom.
- b. Planning all logistics of the annual meeting such as room setup, audiovisual equipment, breaks, event scheduling, meals, lodging, registration, sales, trade show, and any other needed facilities and equipment.
- c. Obtaining prior approval from ExCom before making annual meeting financial commitments.

### **2. Historian**

The Historian shall be recruited and appointed by the Internal Director, and serves for a minimum of 2 years. The Historian may appoint members to assist him or her. Historian duties include:

- a. Maintaining records of the Chapter that are not in active use by committees or officers.
- b. Submitting to the Internal Director prior to each annual meeting a summary of those records compiled during the past year.
- c. Preparing as appropriate a display of archival items for the annual meeting.
- d. Maintaining running lists of Chapter officers, committee chairs, and award winners.
- e. Providing above lists and other pertinent material to the President for upload to archive section of website.

### **3. Awards Committee**

The Awards Committee is responsible for seeking and nominating worthy candidates for each Chapter professional award: Fishery Worker of the Year, Fishery Team of the Year, Bill Wingfield Memorial Award in Fish Culture, Award of Merit, and Broken Oar Award.

The Awards Committee chair shall be recruited and appointed (or reappointed) by the Internal Director by the spring ExCom planning meeting or retreat. Recommendations from the existing committee will be given priority.

- a. The Awards Chair establishes a late December deadline for nominations, and solicits nominations in the summer and fall issues of the *Piscatorial Press* newsletter, via listserv announcements, and appropriate social media. Nominations may also be solicited from state, federal, and tribal fisheries agencies, as well as colleges, universities, and other fishery organizations.
- b. The Awards Chair recruits members of the committee. The Awards Committee should consist of the Awards Chair, the Internal Director, a Past-president, and other members as determined by the Awards Chair, to include a broad scope of fishery disciplines and agencies.
- c. Nominations will be sent to the Awards Chair and distributed to committee members prior to the selection meeting. The committee should select winners by early January so that winners can be notified prior before the registration deadline for the Annual Meeting so as to not incur late registration fees. Any committee member who nominated a candidate shall abstain from all discussions relating to selection of a winner for that particular award.
- d. The Awards Chair forwards the names of the winners to the Internal Director and President at least 6 weeks prior to the annual meeting.
- e. There is no limit to the number of Merit Awards presented. Fishery Worker and Fishery Team of the Year may be presented to one or more individuals if each is determined by the committee to meet the criteria. Fishery Worker and Fishery Team of the Year may both be presented in any given year. All awards are discretionary and it is not mandatory that any of the awards be presented in any given year.

- f. Work done toward meeting the award criteria need not be conducted in Oregon.
- g. Nominators of Fishery Worker and Fishery Team of the Year whose nominees are not selected will be given the option of having their nominee judged for an Award of Merit. Nominators whose nominees are not selected will receive notification and comments about strengthening the nomination for future resubmission.
- h. The Awards Chair procures appropriate awards in collaboration with the Internal Director and presents them at the annual meeting (Awards Lunch), or delegates someone else to present the awards. Award winners also receive two complimentary banquet tickets.
- i. The Awards Committee maintains application materials and criteria to assure fair and impartial selection among candidates, and submits any proposed changes to the ExCom for approval.
- j. The Awards Chair distributes appropriate publicity material regarding award winners following the annual meeting to local, regional, and national media, including: the *Piscatorial Press*, *Fisheries* (Parent Society of AFS), *The Tributary* (Western Division), and appropriate local and regional news outlets.
- k. The Awards Chair works with the Historian to update the list of winners for submission to the President for posting on the website.

#### **4. Scholarship Committee**

The Scholarship Committee is responsible for soliciting, collecting, and reviewing applications for the Chapter's student scholarships (community college, B.S. M.S., Ph.D, and Carl Bond). The dollar amount awarded, type, and number of scholarships will be determined each year as part of the annual work plan and budget approved by ExCom. The goal of these scholarships is to further the objectives of the Chapter by rewarding and promoting the educational and development of future fisheries professionals. Scholarships will be formally awarded at the annual meeting. Currently winners receive a \$2,000 scholarship except that Carl Bond has been \$5,000..

- a. The Scholarship Committee Chair recruits judges for the committee.
- b. The Scholarship Committee maintains application forms, guidelines, criteria, and an objective score sheet for each scholarship to be awarded.
- c. The Committee Chair advertises the scholarships in the *Piscatorial Press*, website, and at Oregon's community colleges and universities.
- d. The Committee Chair coordinates judging of student applications, and with the Committee selects winners in early January. Winners are notified at least 2 weeks prior to the registration deadline for the meeting so as to not incur late registration fees.
- e. The Committee Chair works with the Internal Director prior to the annual meeting to prepare awards for the student winners.
- f. The Committee Chair presents scholarship awards to student winners at the annual meeting (Awards Lunch) or delegates someone else to present the awards

## **C. INTERNAL COMMITTEES ASSIGNED TO OTHER OFFICERS**

### **1. Nominating Committee**

The Nominating Committee is responsible for selecting and confirming a list of viable and available candidates for ExCom offices to present for election at the annual meeting.

- a. Chaired by the Past-president.
- b. The Chair will strive to include long-term Chapter members and past officers of the Chapter when appointing committee members.
- c. The committee seeks out the best-qualified members for election to the offices of President-Elect, Vice President, Secretary-Treasurer, Internal Director, and External Director.
- d. Candidates presented for election to office should be selected in such a manner that:
  1. No agency, institution, or locale is favored over another in choice of candidates or how the voting arrangements are made.
  2. Each candidate is made fully aware of the duties, obligations, time required, and commitment to the position.
  3. Each candidate has the permission of his or her employer, prior to the committee submitting his name for office.
  4. Assures candidates are Parent Society and Oregon Chapter AFS members.
- e. Compiles and submits a list of candidates and candidate statements by the winter *Piscatorial Press* newsletter deadline for publication.
- f. Oversees development of an appropriate ballot, ballot collection, and counting of ballots during the annual meeting; or appropriate electronic vote if approved by ExCom.

### **2. Resolutions and Bylaws Committee**

The Resolutions and Bylaws Committee is responsible for the presentation of all resolutions and proposed changes in the Bylaws at the annual meeting. Resolutions will be dealt with through establishment of ad hoc committees. Bylaws will be dealt with annually by the incoming officers.

- a. Chaired by Vice President.
- b. Establishes a deadline date in mid-November for submitting resolutions.
- c. Solicits resolutions by announcement in the summer and fall newsletters.
- d. Works with the Parent Society at least 3 months prior to the Oregon Chapter AFS annual meeting to assure proposed amendments to Bylaws meet Parent Society standards.
- e. Presents drafts of resolutions and proposed bylaw amendments to ExCom early in the process and recommends whether ExCom should put final versions of resolutions and proposed bylaw amendments before the Chapter members for a vote at the Oregon Chapter Annual Meeting.

- f. Assures all ExCom approved resolutions and proposed amendments to the Bylaws are in acceptable format for presentation at the annual meeting.
- g. Submits ExCom approved resolutions and proposed Bylaw changes to the *Piscatorial Press* by the winter newsletter deadline.
- h. Insures that all resolutions and proposed amendments to the Bylaws are in conformity with the constitution of the Parent Society, Bylaws of the Chapter, and the Guidelines for Public Statements and Reviews.
- i. Following the annual meeting, provides copies of all resolutions and actions taken to the Secretary-Treasurer of the Chapter and to the Resolution Chairs of the Western Division and Parent Society. All amendments to the Bylaws approved by the Chapter need to be sent to the Western Division for approval after which they are sent to the Parent Society's Constitutional Consultant for presentation to the Governing Board for their review and approval. Only after approval by the Governing Board do they take effect.

### **3. Student Paper and Poster Awards Committee**

The Student Paper and Poster Awards Committee is responsible for determining the best oral and poster presentation(s) made by student(s) at the annual meeting. Awards will be framed certificates and presented to the winner and first runner-up for the Best Student Technical Paper and Best Student Poster presentations, including co-authors. Awards will be presented at the annual meeting (Banquet).

- a. The Vice President recruits and appoints the Student Awards Chair at least 3 months prior to the annual meeting.
- b. The committee chair recruits judges, such that three judges independently review and score each student's presentation.
- c. The committee chair develops an objective score sheet for all judges.
- d. The Annual Meeting Program Chair (President-elect) works with the Student Awards Chair to have all student poster presentations judged during the first evening of the annual meeting, during the Poster Session Social, and all student oral presentations scheduled and judged by noon prior to the annual meeting banquet.
- e. The Committee Chair uses the score sheet to determine winner and first runner-up for best oral and poster presentation.
- f. The Committee Chair gets certificates printed and framed prior to the annual meeting banquet.
- g. The President presents student awards to student winners and first-runner ups at the annual meeting banquet.

### **4. Raffle and Auction Committee**

The Raffle and Auction Committee is responsible for organizing the raffle, and the silent and oral auctions held at the Oregon Chapter Annual Meeting and possibly other events. This is one of

the Chapter's major annual fundraisers.

- a. The Vice President recruits and appoints the Raffle and Auction Committee Chair(s).
- b. The Raffle and Auction Chair(s) coordinates raffle and auction activities with the Vice President, and communicates with the Internal Director/Arrangements Chair about specific on-site needs at the annual meeting such as set-up location, display areas, tables, and easels.
- c. Solicits donations for the annual meeting raffle and auction in the summer and fall issues of the *Piscatorial Press* and includes an announcement on the Chapter website. The Raffle and Auction Chair(s) sends out letters and emails of solicitations to previous donors and new potential donors.
- d. Establishes a budget for purchasing items, framing, auctioneer, etc. and secures budget approval by ExCom.
- e. Maintains a complete list of items with donor names and addresses, with donor-suggested value of donated items. Receipts and thank-you letters are to be mailed promptly after the annual meeting.
- f. Updates raffle and auction donation forms and posts them on the Chapter website.
- g. Secures an auctioneer for the oral auction items and determines additional costs including meals or lodging. Provides auctioneer with all necessary information about the auction items to help promote and increase value of the item.
- h. Determines number of volunteers needed for raffle and auction set-up, ticket sales, running, and other help, and provides this number to the Annual Meeting Volunteer Coordinator. An itemized summary of the sales and proceeds will be provided to ExCom before the spring planning meeting or retreat.

##### **5. Annual Meeting Volunteers Committee**

The Annual Meeting Volunteers Committee recruits and assigns volunteers from the student subunits and other sources as needed to help conduct the annual meeting.

- a. The Vice President recruits and appoints the committee chair and asks the Student Representative of the student subunit(s) if that person will serve on the committee.
- b. The Annual Meeting Volunteers Committee Chair coordinates with the Program Committee Chair, Raffle and Auction Committee Chair(s), and Internal Director to determine tasks and numbers of volunteers needed before and during the annual meeting. These include such tasks as helping before the meeting, helping set up, staff, and take down registration and sales tables at the meeting, helping session conveners with AV equipment, light control, and/or time monitoring during technical sessions, helping set up and take down poster boards for the poster session, helping set up and conduct the raffle and auction, and helping conduct the "Spawning Run" (a discretionary event) at the Annual Meeting.
- c. Recruits volunteers from the student subunits and Oregon colleges with educational programs related to fisheries or related sciences, such as Oregon State University,

University of Oregon, Portland State University, Mt. Hood Community College, and Southern Oregon University, through use of the ORAFS newsletter, visiting student subunit meetings in the fall, and contact with key professors or other staff at these colleges. Writing volunteer recruitment articles for the ORAFS newsletters that will precede the Annual Meeting by 4-6 months is a critical part of recruitment.

- d. Maintains a list of volunteers (and a back-up list) according to date of application, determines if person is eligible (will be an enrolled college student in fisheries or related sciences at the time of the Annual Meeting), determines each volunteer's preferences for assignments, and attempts to assign volunteers their preferred assignments giving priority based on date of application. Assignments during the Annual Meeting should be approximately 4 hours (may be several assignments totaling 4 hours) and assignments prior to the meeting should be approximately 12 hours (because they will have no assignments to interfere with attendance of any part of the Annual Meeting).
- e. Informs volunteers that they must register (clearly selecting the "Student Volunteer" category) and pay registration for attendance at the Annual Meeting by the same deadlines as all registrants or risk being assessed the same late fee as other attendees.
- f. Assures that the Internal Director knows how many rooms are needed for volunteers 1-2 months before the Annual Meeting (separate rooms for men and women and with numbers per room within the hotel's restrictions) and assigns volunteers to the group lodging rooms at the meeting (with student volunteer input) in the last 2 weeks before the annual meeting.
- g. Provides the Program Committee Chair a list indicating which volunteer is assigned to each session convener to help with AV equipment, light control, and timekeeping. Provides Raffle and Auction Committee Chair(s) and Internal Director with lists of volunteers assigned to each for specific times and duties.
- h. Provides adequate communication with volunteers (mainly through e-mail) so that they know who they report to, when, where, and how long they are expected to serve.
- i. Maintains a volunteer sign-in sheet at the Annual Meeting registration desk, and with the help of Student Representative, makes sure students who volunteered arrive for their assigned duties on time and at the right place or finds replacements if a student volunteer does not arrive.
- j. Checks with session conveners and others to whom volunteers are assigned to make sure assignments are completed.
- k. Makes arrangements for the delivery, setup, and take down of poster boards at the annual meeting, and for the maintenance and storage of the poster boards when not in use.
- l. Contacts all volunteers with a "thank-you" note (e-mail is sufficient) in the weeks following the Annual Meeting if they satisfactorily complete their assignment.

## **6. Program Committee**

The Program Committee is responsible for developing the program and agenda for the annual meeting.

- a. Appointed and chaired by the President-Elect. The Program Committee includes ExCom Officers, Technical Session Conveners, and others recruited by the Program Chair.
- b. Discusses program theme and technical session topics at the spring ExCom planning session or retreat. Finalizes program theme to be included in the summer newsletter, and solicits additional technical session topics from the membership through the newsletter and other means.
- c. Recruits plenary speakers, symposia organizers, technical session conveners, and moderators.
- d. Establishes a suitable deadline for submitting abstracts. Submits a call for papers and posters in the summer and fall issues of the *Piscatorial Press* newsletter, via listserve announcements, and social media outlets.
- e. Compiles and edits abstracts, assigns papers to sessions, and submits names and times of student presenters to the Student Paper and Poster Awards Committee Chair.
- f. Solicits, receives, and selects abstracts of the posters for the Poster Session. Organizes physical order of posters and communicates this to the Poster Chair or person(s) setting up poster boards.
- g. The Chair provides a draft program to the Newsletter Editor by the winter *Piscatorial Press* newsletter deadline.
- h. The Chair prepares a complete program schedule at least one month before the date of the annual meeting for submittal to the printer.
- i. Provides conveners with technical session guidelines and audiovisual standards. Coordinates supply of audiovisual equipment with conveners. Coordinates with the Internal Director for additional on-site needs.

## **7. Investments Committee (Ad-Hoc)**

Starting in 2005, an Investment Committee was formed to develop an investment policy for the Chapter. The goal of the policy is to invest the financial resources of the Chapter to provide future opportunities for the membership, while minimizing the risk to the annual operations of the Chapter. Future opportunities for funding could include focused grant programs, endowments for long-term scholarship funding, and so on. The Investment Committee shall consist of, at a minimum, the Secretary-Treasurer, President, and Past President. The President will appoint a Chairperson for the Investment Committee, and may include a Chapter member outside of ExCom, as necessary.

The Investment Committee shall review investments at least quarterly and report findings to ExCom. The financial resources of the Chapter will be considered in three tiers. In the first tier, the operating funds for the annual budget cycle shall be maintained in a primary checking account. In the second tier, additional funds equivalent to the annual operating budget shall be invested in fixed income instruments, such as Certificates of Deposit, becoming mature every 3 months. In the third tier, any additional funds over twice the annual operating budget shall be invested in stocks, mutual funds, or other traditionally high-return instruments. Other structures and strategies may be more appropriate based on the current and expected economy and are

acceptable providing they are approved by ExCom.

The Investment Committee shall promote diversification by selecting stocks or mutual funds from several asset classes. The Investment Committee will give special consideration to funds and companies whose objectives are consistent with the mission of the Chapter.

#### **D. EXTERNAL COMMITTEES**

Committee Chairs may change annually, except for the Legislative Chair who serves a 2 year term. All External Committees can and should provide public testimony in accordance with the Guidelines for Public Statements (see Appendix). All External Committees can and should serve as technical advisors to various agencies, commissions, councils, and institutions.

Committee Chairs submit a written report of committee activities, annual work plan, and budget to the External Director before the spring ExCom planning meeting or retreat.

Position papers and comments generated by the External Committees will be submitted (via e-mail) to the External Director, who will forward them to the remainder of ExCom for review and approval. Review by ExCom shall be completed within 7 business days (unless otherwise requested by an ExCom officer) via an email response. Position papers and comments are to be signed only by the President, and shall be made available to all Oregon AFS members by posting them on the Chapter website and announced in the *Piscatorial Press* newsletter. Position papers should also be distributed to Western Division Executive Committee and the Parent Society.

##### **1. Legislative Committee**

The Legislative Committee is responsible for informing the Oregon Chapter membership of pending legislation related to fish, fisheries, aquatic environments, the fishery profession, and guiding Chapter activities through the legislative process. A member from each External Committee will be designated at the annual meeting to serve as a liaison on legislative matters with the Legislative Committee. The Legislative Committee:

- a. Determines and recommends to the ExCom how to best serve the interests of aquatic ecosystems and the fishery profession through contact with our elected state and national representatives and the Governor of Oregon through his or her Natural Resources Assistant.
- b. Monitors legislative activity and informs the ExCom and External Committees about action on specific bills.
- c. Develops guidelines for "legislative procedures" to aid Chapter input in the legislative process.
- d. Prepares public statements expressing the Chapter's position regarding proposed legislation and other legislative matters affecting fish and aquatic habitats.
- e. Prepares statements and presents testimony expressing Chapter positions on proposed legislation.
- f. Works closely with the contract Legislative Liaison (our "eyes and ears" in Salem) and helps the External Director manage that position (if a Liaison is under contract).

- f. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat.

## **2. Freshwater Habitat Committee**

The Freshwater Habitat Committee is responsible for advocating for the protection and restoration of surface and ground waters in Oregon, promoting the advancement of techniques to protect and restore water bodies, documenting problems in Oregon's waters, and developing strategies for their solution. Concerns of the Freshwater Habitat Committee include physical habitat and water quality and quantity in estuarine and fresh waters. The Freshwater Habitat Committee:

- a. Encourages implementation and improvement of existing regulations and activities that protect the State's waters.
- b. Works to ensure adequate consideration of fishes by public entities whose actions affect Oregon's waters.
- c. Reviews and comments on plans, policies, criteria, and rules affecting aquatic habitats.
- d. Promotes public awareness of the importance of healthy aquatic habitats and the hazards of poor habitat conditions.
- e. Networks with similar aquatic habitat committees of the Western Division and Parent Society.
- f. Conducts periodic habitat workshops at annual meetings.
- g. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat. The Freshwater Habitat Committee Chair prepares these materials.

## **3. Marine Habitat and Ecology Committee**

The Marine Habitat and Ecology Committee is responsible for advocating the protection and restoration of marine environments and their inhabitants in Oregon, promoting the advancement of techniques to protect and restore marine species and habitats, documenting fisheries problems in Oregon's marine waters, and developing strategies for their solution. Its concerns include, but are not limited to: marine fisheries management, bycatch in commercial and recreational fisheries, population status of marine species and their assessment, climate-related issues, marine reserves, essential fish habitat, ocean aquaculture, and rebuilding marine fish stocks in Oregon's ocean, bays, and intertidal areas. The Marine Habitat and Ecology Committee:

- a. Encourages implementation and improvement of existing regulations and activities that protect Oregon's natural marine environments and their inhabitants.
- b. Works to ensure adequate consideration of fishery resources by public entities whose actions affect Oregon's marine fisheries.
- c. Reviews and comments on plans, policies, criteria, and rules affecting marine species.

- d. Promotes public awareness of the importance of functional marine ecosystems and the effects of anthropogenic impacts.
- e. Acts as a liaison with similar committees of the Western Division and Parent Society.
- f. Conducts periodic marine fisheries workshops at annual meetings.
- g. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat. The Marine Habitat and Ecology Chair prepares these materials.

#### **4. Education and Outreach Committee**

The Information and Education Committee is responsible for distributing information on the Chapter, fisheries, and water resources to members, fisheries professionals, the general public, organizations, and schools. The Education and Outreach Committee:

- a. Develops and updates Chapter brochures and related publications as needed or as requested by ExCom.
- b. Develops programs and conducts workshops for K-12 educators and students that demonstrate the importance of fisheries in Oregon.
- c. Participates in educational opportunities through other organizations and agencies.
- d. Organizes training and continuing education programs.
- e. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat. The Education and Outreach Committee Chair prepares these materials.

#### **5. Natural Production Committee**

The Natural Production Committee is responsible for advocating conservation of genetic and habitat diversity to protect and restore the natural productive capacities of fishes and aquatic resources in Oregon. The Natural Production Committee:

- a. Encourages inventories and descriptions of both historic and present status of genetic and fish habitat diversity.
- b. Identifies unique and threatened species and stocks of resident and anadromous fishes, and advocates appropriate conservation and restoration measures.
- c. Identifies unique and threatened aquatic environments and habitats, and advocates appropriate conservation measures.
- d. Encourages land, water, and fish management practices that conserve or restore genetic and fish habitat diversity.
- e. Promotes public awareness of the importance of biological diversity in fishes and the hazards of declining diversity.

- f. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat. The Natural Production Committee Chair prepares these materials.

## **6. Fish Culture Committee**

The Fish Culture Committee is responsible for promoting advancements in fish culture techniques that protect the biodiversity of native fishes, the exchange of ideas among fish culturists, and public knowledge about fish culture in Oregon. The Fish Culture Committee:

- a. Promotes the exchange of information on progressive techniques of fish culture through the *Piscatorial Press* newsletter, and Chapter meetings and workshops.
- b. Promotes excellence in fish culture practices through identifying candidates for the Bill Wingfield Memorial Award.
- c. Promotes public knowledge about innovative fish culture.
- d. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat. The Fish Culture Committee Chair prepares these materials.

## **VIII. NEWSLETTER EDITOR AND WEBMASTER**

### **A. Newsletter Editor**

The Past President recruits the Editor for approval by the ExCom. The Editor assembles, formats, reviews, revises, and electronically publishes (to PDF) the quarterly Chapter newsletter, *Piscatorial Press*. A draft is provided to ExCom for review at least 1 week prior to publication. The final is provided to the webmaster in sufficient time to allow for publication on or before the publication date. Deadlines are determined by Past President and Editor (generally content deadlines are March 15, June 15, Sep 15, and Dec 15 for publication 1 month later).

### **B. Webmaster**

The webmaster manages the Chapter website and uploads content, links, and other material as directed by the President and External Director. Content for the many Annual Meeting webpages are provided by the Arrangements Committee or the President-elect who chairs that committee. The goal is to maintain a website that is useful to members, pleasant to view, intuitive to navigate, yet simple enough to run on slow connections in remote areas of the state.

## **IX. CONTRACT SUPPORT (Independent Contractors)**

Periodically the business of the Chapter may be better served by hiring professional support rather than relying on volunteers. Recently there have been two such positions where the Chapter found it more efficient to hire outside professionals. Each arrangement is governed by a simple contract lasting for several months (typically no more than 1 year) and specifying the scope of work, tasks, schedule, and payments for both the contractor and ExCom.

### **A. Contract Publication Specialist**

The Contract Publication Specialist performs the layout, formatting, and oversees the publication of the Annual Meeting program guide. This position works closely with the printer to ensure a quality product within budget on a timely schedule. Content and revisions are provided by the Arrangements Committee. This position is managed by the President and President-elect. A scope and budget are typically developed by the contractor in response to a request from the President or President-elect. A simple contract between the Chapter and the contractor contains the scope of work, schedule, responsibilities, costs, assumptions, and establishes a process for modifications if necessary. The contract shall be signed by both the contractor and the Chapter before any work is conducted on the Chapter's behalf.

#### **B. Contract Legislative Liaison**

The Contract Legislative Liaison serves as the Chapter's professional eyes and ears in Salem, alerting ExCom as early as possible to issues and actions that relate to the Chapter's mission. Direction is provided by the ExCom via the External Director. This position is managed by the President and External Director. The Legislative Liaison does not have the authority to represent the Chapter in official proceedings unless specifically authorized by ExCom.

A scope and budget are typically developed by the contractor in response to a request from the External Director. A simple contract between the Chapter and the contractor contains the scope of work, schedule, responsibilities, costs, assumptions, and establishes a process for modifications if necessary. The contract shall be signed by both the contractor and the Chapter before any work is conducted on the Chapter's behalf.

# **OREGON CHAPTER of the AMERICAN FISHERIES SOCIETY BYLAWS**

## **SECTION 1. NAME AND OBJECTIVES**

- (a) The name of this organization shall be the Oregon Chapter of the American Fisheries Society, hereinafter referred to as the Chapter.
- (b) The objectives of the Chapter shall be those of the American Fisheries Society (hereinafter referred to as the Society) as set forth in Article I of the Society's Constitution, and especially, to encourage the exchange of regional fisheries and other technical information among members of the Society who belong to this Chapter.
- (c) All activities of this Chapter shall conform to the Society's Constitution.
- (d) The Chapter shall maintain an Administrative Handbook to describe procedures for implementing these bylaws.

## **SECTION 2. MEMBERSHIP**

The membership of the Chapter shall be composed of those Active Members of the Society who have an interest in the fisheries and related issues of importance to the State of Oregon. The voting membership of the Chapter shall consist of those Society members, including members of any approved Student Subunit of the Chapter, who are Active Members (as defined by the Society constitution) residing or working in the State of Oregon and such other Society Active Members as choose to be Chapter members by designating so on the Society membership application. Non-voting Student Affiliate membership of the Chapter shall consist of those members of any approved Student Subunit of the Chapter who are not Society Active Members. In accordance with the Constitution of the Society, only Society members may hold office, serve as committee chairs, or vote on Chapter business.

## **SECTION 3. MEETINGS**

The Chapter shall hold at least one meeting annually at a time and place designated by its Executive Committee. The program and presentation of papers shall be the responsibility of the Program Committee.

## **SECTION 4. OFFICERS**

- (a) The officers of the Chapter shall consist of, at least, a President, President-Elect, Past President, Vice-President, Secretary-Treasurer, Internal Director, External Director and a Student Representative chosen by the approved Student Subunit(s) of the Chapter. Officers serve 1-year terms beginning May 1 each year, except that in years when the annual meeting occurs after May 1, new officers begin serving one month after the election associated with that annual meeting.
- (b) Officers are elected at the annual meetings (or by membership email vote if approved by the Executive Committee) except that the President-Elect succeeds to the office of President upon completion of a term as President-Elect, and the President succeeds to the office of Past-President upon completion of a term as President. The Student Representative shall be elected at a time and in a manner decided by the approved Student Subunit(s) of the Chapter, and may serve a different 1-year term as a result. If more than one Student Subunit shall be approved by the Chapter, these subunits shall collaborate in the selection of a single Student Representative to the Executive Committee. Any officer may hold office for a period longer than one year or term if re-elected to do so. In case of a vacated position to which succession is not explicitly defined, the Executive Committee shall appoint a replacement to fill an unexpired term.

(c) In the event of a cancellation of an annual meeting, the officers and the members of any committee shall continue to serve until the next scheduled meeting or membership vote.

(d) The Executive Committee shall have discretionary authority to request resignations or remove from office any person(s) violating the constitution or by-laws, or for negligence, lack of performance, or other reasons substantially detrimental to the Chapter. Any member of the Executive Committee may file a petition to the President (or President-elect if the President is the person in question) to have any officer or Committee Chair removed from their position. This petition should contain any evidence and/or reasons why this person(s) should be removed. Removal of an officer or Committee Chair requires a two-thirds vote of all filled positions of the Executive Committee.

## SECTION 5. DUTIES OF OFFICERS

(a) The President of the Chapter presides at all Chapter meetings, chairs the Executive Committee, is the Chapter's representative to the Society (Western Division and Parent Society), and makes such appointments and performs other duties and functions as authorized and necessary for overall Chapter effectiveness.

(b) The President-Elect chairs the Program Committee and assumes the duties of the President if the latter is unable to act.

(c) The Past President chairs the Nominating Committee and chairs the Executive Committee if neither the President nor President-Elect is available.

(d) The Vice-President chairs the Resolutions and Bylaws Committee and assumes the duties of the President-Elect in the event that office is vacated prior to completion of the term.

(e) The Secretary-Treasurer keeps the official records of the Chapter, collects and banks any funds allotted to the Chapter, and disburses funds as authorized by the Executive Committee.

(f) The Internal Director chairs the Arrangements Committee and appoints the Historian and the chairs of the Awards and Scholarship Committees.

(g) The External Director appoints, supervises, and motivates the chairs of the various External Committees.

(h) The Student Representative serves as a liaison between the Chapter and the approved Student Subunit(s) of the Chapter.

## SECTION 6. EXECUTIVE COMMITTEE

The Executive Committee consists of the Chapter officers and is responsible for overall operation and effectiveness of the Chapter. The Executive Committee is authorized to act on behalf of the Chapter between meetings and to perform appropriate duties and functions. In addition, the Executive Committee:

1. Approves all expenditures, position statements, document reviews, meeting places, arrangements, programs, and any other actions requiring official sanction of the Oregon Chapter;
2. Develops recommendations to guide the incoming president;
3. Updates the Administrative Handbook periodically to maintain relevance;
4. Establishes the time and place for the annual meeting;
5. Establishes the registration fee structure for the annual meeting;
6. Meets or confers monthly to address Chapter business; and
7. Develops an annual budget and work plan for the upcoming period May 1 - April 30.

## SECTION 7. CHAPTER COMMITTEES

Committees and Chairs of Committees, except as listed in Section 5 & 6 of these Bylaws, may be

appointed by the President as may be necessary to conduct the Chapter's activities. The terms of service for members of Chapter Committees shall end upon the discharge of the duties for which they were appointed, or at the transition of Executive Committee officers (as described in Section 4).

#### SECTION 8. VOTING AND QUORUM

- (a) All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.
- (b) A quorum at any Chapter meeting for transaction of official business shall be the lesser of 50 Active Members or one-third of the Chapter membership, except that members present may approve a lesser number for a given meeting, if circumstances dictate. A quorum at any Executive Committee meeting shall be four Chapter officers, provided that one is President, President-Elect, or Past President, and the Student Representative is not counted as part of the quorum.
- (c) Unless otherwise specified in these Bylaws or the Society's Constitution, meetings are conducted according to the latest edition of Robert's Rules of Order.
- (d) Business and voting may be conducted via electronic mail instead of at Chapter meetings. An electronic vote must be approved by the President, or the Officers, as appropriate for the issue being considered. All aspects of the vote (quorum, notification, length of time the vote is left open) must follow the approved procedures for the type of issue being considered.

#### SECTION 9. DUES AND FEES

The Executive Committee shall establish annual dues subject to approval of the members voting at the annual meeting. The Executive Committee may assess registration fees for annual meetings and other events.

#### SECTION 10. AMENDMENT OF BYLAWS

- (a) The Bylaws of the Chapter may be amended by a two-thirds majority approval of those Chapter members voting, provided that notice of the proposed change(s) be given to the Chapter membership at least 30 days prior to a meeting.
- (b) Following approval by Chapter membership, bylaw amendments must be submitted to the Society's Executive Director at least 45 days before the next meeting of the Society's Executive Committee.
- (c) Bylaw amendments shall not be implemented until they have been approved by the Society's Executive Committee.

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(NOTE: The Chapter's Executive Committee is encouraged to work with the Society's Constitutional Consultant on any proposed amendments before a vote of the Chapter membership. This will usually expedite the process.)

#### History of Bylaws and Amendments

Adopted: February 2, 1965  
Amended: January 28, 1972  
Amended: February 2, 1979  
Amended: February 22, 1996  
Amended: February 13, 1997  
Amended: June 13, 2001  
Approved by AFS Governing Board: August 2001  
Amended: February 19, 2004  
Approved by AFS Governing Board: March 2004  
Amended: February 24, 2011 (Revisions approved by Chapter at annual meeting)  
Approved by AFS Governing Board: March 12, 2011

# **CODE OF ETHICS FOR THE OREGON CHAPTER OF THE AMERICAN FISHERIES SOCIETY**

Approved by the Oregon Chapter Membership February 1995

This Code of Ethics<sup>1</sup> provides principles of conduct to guide the members of the Oregon Chapter of the American Fisheries Society in maintaining ethical relations with the natural and cultural communities they serve and to which they belong. As fisheries professionals, we are obligated to provide clear, accurate, and timely information; to encourage open discourse, both professional and public; and to participate in the debate that results in informed choices by the public. We are also obligated to select for ourselves and to recommend to others courses of action we believe will protect the biological diversity and integrity of aquatic ecosystems.

We recognize that the complexity of the physical and biological worlds, compounded by the complexity of social values and conflicting perspectives, often means that all of the alternatives contain costs as well as benefits. Often, none of the alternatives can satisfy everyone, and choosing among them will be difficult and painful to some or all of the interested parties. We recognize that resources are finite, that we share them with all forms of life, and that no one species or group can “have it all.” We also recognize that human culture and quality of life depend on intact ecosystems. Reaching an appropriate level of global sustainability, although it may be achieved with local excess, requires us to take responsibility for educating, studying, and managing for that level of sustainability.

People expect management decisions to be based on sound reasoning and scientific information, guided by reasoned judgment, in keeping with principles of conservation and rational use of aquatic resources. Accurate scientific information is critical to sound management. Both the relevant science and the limits of scientific knowledge and understanding must be clearly communicated to decision makers and the public. Another primary role of fisheries professionals is to define management options and the likely outcomes of implementing them. Predicting outcomes of alternatives often contains considerable uncertainty; people need to be made aware of this uncertainty when they evaluate alternatives.

Because our knowledge of changes in ecosystems is often coupled with a high degree of uncertainty, reasonable and competent professionals may disagree about the ecological and social consequences of natural resource decisions. We must therefore recognize that the foremost obligation of the fisheries professional is to ensure open, honest discussion of the benefits, costs, risks, and tradeoffs of alternative management actions in balancing scientific principles with the interests of society.

Achieving the goals of responsible stewardship and credible science requires that ethical

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<sup>1</sup>The code supplements American Fisheries Society Code of Practices and Ethics, 1994.

standards be followed by all of us. To that end, each member agrees to follow the principles outlined below:

I will work toward maintaining the structure, function, and integrity of aquatic, riparian, and upland ecosystems-the physical surroundings and the complex, interconnected web of life on which fish and other aquatic organisms depend.

I will take care in my research to minimize adverse effects to the environment and not kill or injure organisms except when essential for collecting data.

I will insist that any use of the aquatic resource promotes ecological integrity and continuity of ecosystems now and into the future. Because human beings are a part of the interconnected web of life, I will consider human needs and influences as integral to the study and management of these ecosystems.

I will cooperate with professionals in other disciplines to foster interdisciplinary understanding and to guide research and management toward clarifying the complex interactions that affect fish and other aquatic organisms, as well as the ecosystems on which they depend.

I will speak and write honestly and openly about the results of my work, neither hiding or exaggerating their implications. I will explicitly acknowledge my own biases, assumptions, and values that are the foundation of my understanding and interpretation of scientific theories and knowledge. I will be open to the ideas of others and evaluate those ideas with clear recognition of the influence of my own values.

In writing and speaking, I will acknowledge the work and ideas of others, whether gleaned from publications, presentations, or conversations.

I recognize that my deeply held, professional convictions may conflict with the interests and convictions of others. I am obligated to be clear and honest in distinguishing between reports of results from rigorous study and my professional opinions based on observations or intuition. My professional opinions clearly so identified have value, but must not be put forward as fact. In addition, the temporal, spatial, and contextual limits of my facts and their confidence limits must be clearly acknowledged.

I will distinguish between recommendations based on science and those based on policy, both to avoid confusing the public and to better separate political decisions from aquatic science.

I recognize that my professional convictions may sometimes conflict with the policies of my employers. When such conflict arises, I will provide decision makers with full supporting evidence and sufficient time for study and action before I publicly disclose my views. But my commitments to the profession and to ecosystems, including their human components, may compel me on occasion to speak against policies or actions of my employers.

I will learn from the wisdom of the past, but I will freely and consistently question all information, inferences, and assumptions that could affect aquatic ecosystems.

I will continue to learn throughout my professional life to read, listen, assimilate, integrate, and apply new information as it becomes available. I will follow advances in related disciplines (other branches of biology, hydrology, geology, sociology, economics, ethics, and politics) that affect fish and aquatic ecosystems so that the value of my expertise does not become irrelevant or overwhelmed by unforeseen influences.

I recognize that diversity among my professional colleagues brings differences in perspective, experience, expertise, style, and values to the profession and that these differences are a source of strength and new ideas. I welcome as colleagues people of both sexes, all ages, races, ethnic backgrounds, nationalities, life styles, religions, and physical conditions.

I will uphold the highest standards of excellence, integrity, and public service of my profession, and I will do my share to return to the profession the full measure of all that I have received. I will speak and write to people outside of the fisheries profession to help increase their awareness of and interest in aquatic ecosystems.

I will serve as a mentor to young people in the profession so that they may learn, care and contribute. I will teach them, encourage understanding of their own and society's values, and by my own example, help them to develop high ethical standards for research and resource management.

**Oregon Chapter American Fisheries Society  
Strategic Plan  
2009 – 2013**

The mission of the Oregon Chapter of the American Fisheries Society is to: Improve the conservation and sustainability of Oregon fishery resources and their aquatic ecosystems for long-term public benefit by advancing science, education, and public discourse concerning fisheries and aquatic science and by promoting the development of fisheries professionals.

To accomplish our mission and serve our members, the chapter goals and objectives are:

1. Develop programs that advance understanding of fishery science and responsible stewardship of fishery resources.
  - 1.1. Host a high-quality annual meeting.
  - 1.2. Host workshops as part of annual meetings and as stand-alone events.
  - 1.3. Encourage members to participate in regional and national fishery events and activities.
  - 1.4. Encourage members to publish and present scientific findings in appropriate forums.
  - 1.5. Target hosting an annual Western or national AFS meeting
2. Advocate policies and laws that benefit the conservation and sustainability of Oregon fishery resources.
  - 2.1. Maintain a presence in the Oregon legislative process and subsequent development of administrative rules.
  - 2.2. Maintain awareness of and ability to respond to policies developed for use by fishery managers at local, state, and federal levels. Respond orally or in writing when appropriate.
  - 2.3. Develop a system where members make personal contact with their local decision makers and volunteer their expertise.
3. Increase public awareness, understanding, and appreciation of fishery resources.
  - 3.1. Use resources available to assist and promote fishery and aquatic education in schools.
  - 3.2. Produce materials and workshops that aid teachers, watershed councils, and other educational entities.
  - 3.3. Maintain a user-friendly Web page.
  - 3.4. Participate in public forums that focus on fishery and aquatic science issues, advocating well-reasoned policies that maintain and enhance fishery and aquatic resources.
4. Promote development of fishery and aquatic science professionals.
  - 4.1. Promote understanding of and adherence to professional standards and ethics.
  - 4.2. Maintain a part of the Web page that supports professionals through information exchange.
  - 4.3. Maintain a portion of the Web page that advises career opportunities.

- 4.4. Provide information and assist members who participate in the AFS Professional Certification Program by increasing awareness of the certification process and its benefits and offering classes for continuing education credit.
  - 4.5. Provide scholarships to worthy student candidates.
  - 4.6. Maintain an informative newsletter.
  - 4.7. Encourage participation in leadership roles in the chapter as an opportunity for professional growth.
5. Maintain an active and diverse membership.
    - 5.1. Promote membership to fishery and aquatic scientists from a variety of disciplines of the profession.
    - 5.2. Support a student chapter and encourage new members from diverse backgrounds and fields of study.
    - 5.3. Develop programs that encourage retirees to maintain membership and active involvement.
    - 5.4. Target under-represented groups (gender, ethnicity, fishery specialty, etc.) and encourage participation.
    - 5.5. Develop a poster about the Oregon Chapter and present it at diverse and appropriate venues.
6. ORAFS Investments
    - 6.1. Identify prudent options for utilizing budget surpluses to further the Chapter mission without risking Chapter solvency
    - 6.2. Develop a 5-year investment plan consistent with 6.1
7. Evaluate ORAFS ExCom operational structure
    - 7.1. Update ORAFS Administrative Handbook
    - 7.2. Update by-laws when needed

## **GUIDELINES FOR SPONSORSHIP**

Approved ORAFS ExCom - October 1995

The Chapter regularly receives requests to sponsor or fund worthwhile public and scientific activities. Because such requests may exceed the Chapter's available cash resources and to remain fiscally responsible to its members, the ExCom agrees to limit such disbursements to 5% of its predicted net annual income as projected in its annual budget. Allocations will be made on a first come first served basis with approval of the ExCom.

# GUIDELINES FOR PUBLIC STATEMENTS AND REVIEWS

Approved: by ExCom, May 26, 1977

Revised: May 18, 1996

The amount of lobbying that a tax exempt, 501(c)(3), organization such as the American Fisheries Society is permitted to do under U.S. law was substantially liberalized by the 1976 General Tax Reform Act.

## **Definitions:**

### **(501(c)(3) organization:**

A tax-exempt, non-profit charitable organization; contributions to it are tax-deductible (only if you qualify and itemize deductions on your tax return). 501(c)(3)s can receive foundation grants, government grants and individual contributions. The money raised can be used for a wide variety of programs, including research, public education, litigation and monitoring to ensure laws are obeyed. 501(c)(3)s can engage in only limited lobbying activities. Lobbying is limited to a total of 20% of the first \$500,000 of annual expenditures, 15% of the next \$500,000, 10% of the third \$500,000 and 5% of the remaining annual expenditures. In no case may total lobbying expenses be more than \$1 million per year. Grassroots lobbying is limited to 25% of the total amount allowed for direct lobbying amount, with a maximum of \$250,000. These limits currently are calculated from the parent society's budget, not the Chapter's. This may change if gross annual income exceeds \$25,000 per year for three consecutive years.

### **Direct Lobbying:**

Communication between a non-profit (c)(3) or (c)(4) and an elected official or staff that expresses a view on a specific piece of legislation, or on bills not yet drafted or introduced. A group's communications to its *members* that encourage them to contact an elected official and urge a position on a bill is also considered direct lobbying, as are activities to support or oppose ballot measures (an initiative or referendum).

### **Grassroots Lobbying:**

Communications that attempt to influence specific legislation by encouraging the *general public* to contact (e.g., phone, send a card, sign a petition) legislators about that legislation.

The following guidelines should be used to prepare written and oral statements.

Since its inception, the Chapter has become more involved in the legislative process, providing both written and oral testimony on legislation and administrative rules. With this increased involvement comes the issue of getting "spread too thin" and having to respond to legislative issues and actions under short time frames, thus creating potential for dissension and stress among Chapter members.

The following principles and guidelines have been developed to help the Chapter focus on the legislative issues and actions that need greatest input, minimize conflicts, and allow for more effective legislative involvement. These principles and guidelines are not cast in concrete, and should evolve with the Chapter.

Members should identify themselves as representing the Chapter before presenting the prepared statement. Material should be presented in a courteous, professional manner to reflect favorably on the Society and add credence to its position or recommendations. This includes legislative or administrative bodies at any political level and whether by phone, mail, or in person.

1. A formal invitation is not required by federal law to make our views known. However formal requests will be viewed more positively in allocating member time, assuming issues of similar importance.

Members may participate in hearings before executive, judicial or administrative bodies at federal, state or local special purpose bodies levels. In addition, the Chapter may review publications.

2. Any proposed or pending legislation, legislative action, or administrative rule that relates to the Chapter's legislative goals and objectives and is of public importance may be considered for action.
3. The following questions should be asked for each potential issue. To be selected for action, the first five questions (a-e) shall be answered in the affirmative. This general rule may be overlooked if the last question (f) is answered in the affirmative.
  - a. Is the proposed or pending legislative action or administrative rule of major importance to the public in the estimation of the Chapter?
  - b. Is the issue within the knowledge and skills of the fisheries profession? Do the available Chapter members interested in engaging in the issue contain the collective knowledge and skills necessary?
  - c. Is the issue in the general interest of the Chapter?
  - d. Is there time for the Chapter to develop a responsible position on the issue?
  - e. Is there reason to believe that the majority of the Chapter's ExCom members support the position taken if an emergency action is needed? Has the Chapter President been informed of the action to be taken, and does he or she support it?
  - f. Are the consequences of not responding worse than an incomplete response?

4. Testimony should concentrate on technical, scientific or professional aspects of the

issue. Professional opinions and recommendations can be offered whenever appropriate.

5. The testimony or legislative action shall not conflict with existing Chapter or Parent Society positions.
6. The testimony or legislative action must follow the AFS Code of Practices and Chapter Code of Ethics.
7. The involved Chapter member(s) shall take special care to avoid aligning the Chapter with other organizations which may injure or jeopardize the Society's credibility, independence, or tax exempt status.
8. The written testimony or position must be reviewed and approved by the ExCom before submission, unless there is insufficient time to do so.
9. When the Chapter reviews reports, articles, or other publications, the authors of those publications shall receive a copy of the review when it is sent to the requesting or administrative body.
10. Statements should be written and read into the record at legislative meetings. A copy of the statement must be made available to all members of the legislative body. Therefore, a copy of the statement should be filed with the clerk at the meeting.
11. The parent society shall be provided with copies of correspondence or statements that relate to national issues.
12. The ExCom should keep Chapter members informed of political activities.

## CHAPTER AWARDS and CRITERIA

### AWARDS OFFERED:

Fishery Worker of the Year  
Fishery Team of the Year  
Award of Merit  
Bill Wingfield Memorial Award  
Broken Oar  
Best Student Paper, and Runner-up (determined by Student Paper judges)  
Best Student Poster, and Runner-up (determined by Student Poster judges)  
Past President's Award

### AWARDS CRITERIA

#### *Bill Wingfield Memorial Award in Fish Culture*

Major or sustained accomplishments in fish culture.  
May be presented to an individual or group of people working together.  
Individual (or at least one member of the group) must be a member of the  
American Fisheries Society (AFS) Parent Society.

#### *Award of Merit*

Nominees may be individuals, groups, or organizations.  
Major contribution, above and beyond normal job requirements, to fisheries or the  
society over one or more years.  
Evidence of creativity, cooperation and results.  
Need not be a member of the AFS Parent Society.

#### *Fishery Worker of the Year*

Substantial lifetime contribution to fisheries or single contribution of major  
national or regional importance.  
Active participation in other conservation, professional or social organizations  
that promote sound fisheries and resource management practices.  
Usually presented to one person per year, but multiple awards can be presented.  
Must be a member of the AFS Parent Society.  
May or may not be presented each year.

#### *Fishery Team of the Year*

For outstanding contribution of interagency, watershed, or other task based group  
to fisheries science or to the American Fisheries Society.  
May be a single contribution of major national or regional importance or a  
substantial, sustained contribution to fisheries science or the Society.  
Shows evidence of cooperative work that produced results greater than would  
likely be achieved by individuals working independently.  
Demonstrates results that significantly promote sound fisheries and resource

management practices.

Each individual identified as “part of the team” must have made substantial contribution toward the outcomes touted as the main efforts of the team.

At least one team member must be a member of the AFS Parent Society.

May or may not be presented each year.

*Broken Oar Award*

For exemplary display of creative field technique in the face of adversity, and/or the most embarrassing field accident or incident in recent years.

Need not be a member of the AFS Parent Society.

# **Oregon Chapter American Fisheries Society**

## **Undergraduate and Graduate Student Scholarship Application Announcement and Guidelines**

### *OR AFS Student Scholarships*

#### **DEADLINE:**

#### **CONTACT:**

The Oregon Chapter of the American Fisheries Society is proud to announce a competition for four student scholarships: one each for associate, undergraduate, Master's, and Doctoral student categories. The goal of these scholarships is to further the objectives of AFS by rewarding and promoting the education and development of future fisheries professionals. Each of these scholarships is awarded at the discretion of the OR AFS Scholarship Committee and ExCom (typically annually).

**Each scholarship award will consist of a check for \$2,000 , an award certificate, professional recognition at the Annual Meeting and in *Fisheries* and the *Piscatorial Press*, and the usual student perks of reduced registration and opportunity for group lodging at the Annual Meeting. Scholarships will be formally awarded at the upcoming OR AFS Annual Meeting, which recipients are expected to attend.**

#### **APPLICANT REQUIREMENTS**

1. Applicant must be enrolled in or have been accepted for admission into a degree program within the state of Oregon
2. Applicant's major field of study must be relevant to fisheries science
3. Applicant must be a current member of OR AFS, but may join AFS and the Oregon Chapter at the time of the scholarship application (see Oregon Chapter AFS website: [www.orafs.org](http://www.orafs.org))
4. Applicant must not have been awarded the same Oregon Chapter AFS Scholarship in the previous year

#### **EXPECTATIONS FROM RECIPIENTS:**

- Commitment to attend the upcoming Annual Meeting to receive award, if selected (scholarship funds can be used to defray meeting costs and future AFS membership fees).
- Provide a 1-page "Fishery Feature" to the *Piscatorial Press* relating to your use of scholarship funds and/or fishery experiences during the scholarship year.

#### **APPLICATION MATERIALS:**

1. **A 1-2 page essay describing how your academic and professional development has and/or will contribute to the AFS objectives of:**
  - Advancing the conservation, development, and appropriate use of fisheries resources;
  - Promoting the development and advancement of fisheries science;
  - Gathering, interpreting, and disseminating scientific and technical information about fisheries; and

- o Encouraging the teaching of fisheries science in colleges and universities

You are encouraged to include undergraduate and graduate experience or research, along with volunteer and work experience to demonstrate the relevance of your professional development to the objectives of AFS. Essays may also describe any grants, honors, or awards you have earned; or the influence of a class project or how you think your future contribution to fisheries science issues will promote the objectives of AFS. Essays will be judged based on the ability to communicate your ideas in writing and how well your goals and experience align with the objectives of AFS.

2. **Copies of official transcripts** from all colleges or universities attended in the previous two years (photocopies of official transcripts will be accepted).
3. **Two letters of recommendation** from mentors, or other professionals, one of which must be an AFS member. The letters should address the potential of the applicant to be a productive member of AFS and to contribute to fisheries science.

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*The OR AFS Carl Bond Memorial Student Scholarship*

**DEADLINE:**

**CONTACT:**

The Oregon Chapter of the American Fisheries Society offers the Carl Bond Memorial Student Scholarship to honor and continue the legacy of the great Oregon ichthyologist Dr. Carl Bond. This coveted scholarship is awarded periodically (not necessarily annually) at the discretion of the OR AFS Scholarship Committee and ExCom, to reward and encourage outstanding Oregon AFS student members to support work that emphasizes native Oregon fishes in a fashion consistent with Dr. Bond's legacy (see background below). In recent years the award has been \$5,000.

**APPLICANT REQUIREMENTS**

1. Student member of AFS and Oregon Chapter
2. Graduate student in a field of study relevant to fisheries science
3. Conducting research directly related to native Oregon fishes
4. Minimum 3.5 GPA
5. Have not previously won this scholarship

**EXPECTATIONS FROM RECIPIENT:**

- Commitment to attend the upcoming Annual Meeting to receive award, if selected
- Commitment to present results of work funded by the Carl Bond award at a future Oregon Chapter AFS meeting
- Provide a 1-page "Fishery Feature" to the Piscatorial Press relating to your use of scholarship funds and/or fishery experience during the scholarship year.

**APPLICATION MATERIALS:**

- A cover letter that introduces yourself and includes description of the above minimum qualifications
- A 1-page CV
- A 2-page description of your project, including elements that discuss how the work honors Dr. Bond's legacy

- All graduate school transcripts
- Two letters of recommendation, at least one of which must be from a current Oregon Chapter AFS member
- A budget that details how you intend to use the funds

Recipient will receive a check and acknowledgement during the Oregon Chapter AFS Annual Meeting.

### **Background – Dr. Carl Eldon Bond**

Carl Eldon Bond, 87, passed away in Corvallis on Nov. 12, 2007. Carl was an active member and fellow in many professional organizations, including the American Fisheries Society, American Society of Ichthyologists and Herpetologists, the Gilbert Ichthyological Society, and the American Institute of Fishery Research Biologists. Carl was one of the Oregon Chapter AFS' original members. He attended the very first Oregon Chapter AFS meeting and held several Oregon Chapter AFS Executive Committee positions, including President during 1966-1967.

Carl received his bachelor's degree in 1947 and master's degree in 1948 in fisheries and wildlife from Oregon State College. He received his Ph.D. from Michigan in 1963. In 1950, he joined the faculty of the Oregon State University Department of Fish and Game Management (later Fisheries and Wildlife) and remained with the Department throughout his career. He retired as Professor Emeritus in 1985.

Carl's professional interests ranged widely and included much of the natural history of the Pacific Northwest. His ichthyological knowledge of the region was unmatched, particularly for the little-known fishes of Oregon's desert. As a crowning achievement, Carl poured his lifetime of knowledge of fishes into the master textbook "Biology of Fishes", which is still one of the standard texts in fish biology.

Among his awards, Carl was named "Oregon Scientist of the Year" in 1983 by the Oregon Academy of Science. He received the American Fisheries Society Award of Excellence in 1998 and it's Distinguished Service Award in 2000. He was also honored by the Desert Fishes Council.

Of all his accomplishments, Carl was most proud of his students. During his long career he mentored 63 graduate students; 15 doctoral and 48 masters. Many of these students went on to distinguished careers of their own. Memorial articles, contributed by several of Carl's past students and colleagues, can be found at the Oregon Chapter AFS website ([www.orafs.org](http://www.orafs.org)).

## **RESOLUTION ON SNAKE RIVER SALMON AND STEELHEAD RECOVERY**

### **OREGON CHAPTER OF THE AMERICAN FISHERIES SOCIETY**

Oregon Chapter AFS Adopted February 17, 2000

Membership vote of 103 in favor, 0 opposed

Whereas: The first objective in the constitution of the AFS is to promote conservation, development, and wise use of fisheries, and the AFS further commits to promote enlightened management of aquatic resources for optimum use and enjoyment by the public;

Whereas: Past management of Snake River salmon and steelhead stocks and their environment has resulted in a failure to conserve and use wisely these fisheries, and precludes the optimum use and enjoyment of these fish by the public;

Whereas: Many, and perhaps most, stocks of Snake River salmon and steelhead are now extinct, all remaining stocks are remaining stocks are listed as threatened or endangered under the Endangered Species Act, and dramatic action must be taken soon to prevent extinction of the remaining stocks;

Whereas: Snake River salmon and steelhead extinctions and declines occurred as a result of the impacts from a variety of physical, chemical, and biological factors, including those that have been summarized as "all H's" - Hatcheries, Harvest, Habitat, and Hydropower;

Whereas: Dams and their appurtenant features can cause salmonid entrainment, passage impacts, water temperature alterations, hydrologic impacts, increased susceptibility to mortality from native and non-native predators, and other negative impacts;

Whereas: Recent incremental improvements and adjustments in management of hatcheries, harvest, habitat and hydropower facilities have not led to any apparent significant increases in Snake River salmon and steelhead abundance;

Whereas: Recent scientific reviews, including those conducted as part of the Independent Scientific Advisory Review process, the collaborative and peer-reviewed Plan for Analyzing and Testing Hypotheses, and the Fish and Wildlife Coordination Act report on the Corps of Engineers Lower Snake River Juvenile Salmon Migration Feasibility Study Environmental Impact Statement have all indicated that restoration of natural river conditions where the lower four Snake River dams occur has the highest likelihood of preserving and recovering listed salmon and steelhead and poses the least risk to survival;

Whereas: Failure to restore Snake River salmonids to sustainable, fishable levels threatens to put the federal government in a position of failing to meet its Treaty Trust responsibilities;

Whereas: At least two important decision points should be reached by federal agencies in the very near future regarding management of the lower four Snake River dams and recovering Snake River salmon and steelhead: one by the Army Corps of Engineers for managing federal dams on the lower Snake River, and one by the National Marine

Fisheries Service on whether the operation of those dams jeopardizes the continued existence of Snake River salmon and steelhead;

Whereas: Restrictions associated with failed recovery of the upriver stocks directly affect Oregon's fisheries management, conservation, and economic options (both present and future);

**Therefore be it resolved that, based on the best scientific information available, it is the position of the Oregon Chapter of the American Fisheries Society that:**

1. The four lower Snake River dams are a significant threat to the continued existence of remaining Snake River salmon and steelhead stocks;
2. If society-at-large wishes to restore these salmonids to sustainable, fishable levels, a significant portion of the lower Snake River must be returned to a free-flowing condition by breaching the four lower Snake River dams, and that this action must happen soon;
3. Substantive actions to address detrimental impacts associated with harvest management, hatchery practices, and habitat alteration will be required of all concerned people, including us as responsible professionals, to further increase the likelihood of recovering Snake River salmon and steelhead stocks; and

The Oregon Chapter of the AFS will continue to assist agencies and the public in the review and analysis of Snake River fisheries science and management.

***PISCATORIAL PRESS* NEWSLETTER RESOLUTION 2005  
OREGON CHAPTER AMERICAN FISHERIES SOCIETY**

**Approved by the Oregon Chapter AFS membership  
2005 Annual Meeting, Corvallis, Oregon  
February 17, 2005**

Resolution to send electronic (vs. paper) copies of the Oregon Chapter American Fisheries Society (ORAFS) quarterly newsletter *Piscatorial Press* to members.

WHEREAS printing and bulk mailing of the *Piscatorial Press* costs the ORAFS approximately \$2,600 per year; and

WHEREAS the ORAFS continues to spend more money annually than it receives; and

WHEREAS paper copies of the *Piscatorial Press* are unnecessary uses of natural resources for persons with website access; and

WHEREAS the ORAFS Administrative Assistant already sends electronic copies of the *Piscatorial Press* to those requesting it; and

WHEREAS many AFS subunits and other organizations send their newsletters electronically:

We therefore resolve that, beginning with the spring 2005 issue, the *Piscatorial Press* shall be electronically mailed and made available on the ORAFS website, unless members explicitly request otherwise.

Other Chapter Resolutions Include:

**RESOLUTION SUPPORTING THE REAUTHORIZATION OF THE  
ENDANGERED SPECIES ACT OF 1973**

**RESOLUTION CONCERNING INTRODUCTIONS OF  
AQUATIC SPECIES IN OREGON WATERS**

**OREGON CHAPTER AFS POSTERBOARD POLICY**